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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## Tucson Homeless Connect Committee

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### May 14, 2009 Minutes

Convener: Don Blascak

<b>Next Meeting:</b> May 28, 2009, 9:00 – 10:30 a.m., Santa Cruz Rm. Sentinel Building, 320 N. Commerce Park Loop
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<b>Report to TPCH General Meeting May 14<sup>th</sup></b>
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| ■ Motion for \$2,000 funding for July 17 <sup>th</sup> event. |
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### TOPICS DISCUSSED

- 1. Minutes.** Jodie Barnes moved and Charlie Bowker seconded that the minutes of the previous meeting be accepted as presented. **Motion passed.**
- 2. Review of timelines.** Participants agreed to move the time of the scheduled June 25<sup>th</sup> committee meeting to 10:30 a.m. – 12:00 p.m. to avoid conflict with a 9:00 a.m. Executive Committee meeting.  
Consensus was to create a “save the date” a flyer and begin announcing the event in mid-May. The providers subcommittee will send a “save the date” flyer immediately for providers. The TPCH administrative coordinator will send to the list serve shortly thereafter. Participants discussed the event times and decided on 8:30 a.m. – 2:00 p.m. for guests. Providers will arrive approximately one-half hour earlier.
  - **Next steps. a.)** Providers subcommittee will mail the providers “save the date” immediately.
  - **b.)** Settle will create a “save the date” flyer and forward to Don and Lori, then to the TPCH list serve.
- 3. Providers.** Rick Sumner reported. Provider invitations will be sent May 28<sup>th</sup>. Rick Sumner noted that a follow-up will be sent the week of June 11<sup>th</sup> and a “see you there” reminder sent the week of July 9<sup>th</sup>. Responses from providers will be due by June 25<sup>th</sup>. The Gospel Rescue Mission will again provide clothing.
  - **Next steps. a.)** Settle will add the lunch hour to the event flyer.
  - **b.)** Don will ask Phyllis Lim and Leslie Carlson to continue to do the publicity.
- 4. Provider Information Packet.** Rick reported. The subcommittee suggested adding a summary of the previous events’ results to the provider invitation to express thanks and encourage continued participation. Consensus was to do so. They will also add a request to share the invitation with other appropriate providers. The provider packet will include the usual “thank you” for participating, an event summary and schedule, site layout, and guest sign-in sheets. A sheet will be added to capture the name and address of provider representatives. Subcommittee members will then hand write “thank you” notes. The provider subcommittee will hand delivery the provider participation certificates.
- 5. Area Coordinators.**
  - **Transportation.** Rick noted that his driver would like to coordinate transportation, but that he needs to find another driver to replace him in the van before allowing him to accept that responsibility.
    - **Next step.** Maryann Beerling will forward a potential driver’s name to Rick.
  - **Media.** Don will ask Leslie Phyllis to coordinate elected official outreach as well as media.
  - **Medical.** Jeff Burnham will continue to coordinate the medical providers.

**Area Coordinators cont'd.**

- **Volunteers.** Lori will again coordinate volunteers. Because the event will begin earlier, she would like to offer volunteer training the afternoon before. Jodie noted that Target will again bring a large number of volunteers, but that they need the information immediately.
    - **Next step.** a.) Lori will complete the volunteer packet and forward to target and the committee.
    - b.) Maryann will forward volunteer names to Lori.
    - c.) Settle will add Jodie to the early distribution for the “Save the Date” flyer
  - **Forms.** A forms “czar” is still needed.
  - **Resource Table.** Don will obtain dog and cat food. Jodie noted that her colleague Glen is willing to seek donations as well. Jeff noted that Allison at Hotel Congress is working on providing some resources.
    - **Next steps.** a.) Glen will seek resource table donations.
    - b.) Don and Jeff will follow up on the donations they have already begun seeking.
6. **Event Documents Review.** Consensus was that the evaluation documents need only to be re-dated and re-printed.
  7. **Funding Needs Status.** A request for up to \$2,000 from the TPCCH general fund will go before the General Council today. Maryann offered to seek grants for events for July 2010.
  8. **Additional Radios.** Consensus was that six radios, which Stan hopes provide on a borrowed basis, should be sufficient.
  9. **Site Layout/Guest Flow.** Don will again coordinate the site layout. No additional space will be requested at this time, although more may be requested if needed. Jodie requested that either the entry be shaded. Lori noted that the church’s courtyard off Fourth Avenue is already shaded.
 

Rick noted that some providers had their backs to the area entry and were difficult for guests to find. He suggested that instead of a “circle” arrangement, the providers be in rows for easier viewing and access. Double-sided signs will be used.

    - **Next step.** a.) Don will follow up on shading and/or changing the guest entry.
    - b.) Rick will include the color code on the providers’ list.
  10. **Community Resource Consultants.** Participants discussed the location of these referral specialists. It was suggested that it would be better to locate them at the entry to the main services area in Trinity Hall than immediately behind registration.
  11. **Food.** Participants discussed food. Consensus was: to acknowledge requests not to serve more tuna/pasta salad; again spend \$750 for food; and note on the event flyer that lunch will be served 11:30-1:00 p.m. Signage will be made to reflect lunch service time.
    - **Next step.** Don will follow up with Caridad-de Porres regarding the food.
  12. **HUD Tasks.** Don noted that HUD previously did the media, printing, and distinguished visitor coordination and packets.
    - **Next step.** Don will check with to see whether HUD can do this again.
  13. **Miscellaneous.** Jeff noted that the bank on Davis Monthan Air Force Base often does donations and special item drives. Maryann offered to go with Jeff to approach.
  14. **Next Meeting.** Thursday, May 28, 2009, 9:00-10:30 a.m., Santa Cruz Room, City Sentinel Building, 320 N. Commerce Park Loop.

**Attendance**

Jodie Earll Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Maryann Beerling	Compass Affordable Housing	mbeerling@compasshc.org
Don Blascak	ICH	dblascak@comcast.net
Lori Block	ICH	lori.block@ichtucson.org
Charlie Bowker	ICH	bowksaz@msn.com
Jeff Burnham	COPE	jburnham@copebhs.com
Patti Scott-Lopez	CPSA	patricia.scott-lopez@cpsa-rbha.org
Wayne Steele	Trinity Presbyterian Church	tucson35@yahoo.com
Rick Sumner	Primavera Foundation	rsumner@primavera.org